The IS&T Key Storage Kit

Setup Guide

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Anatomy of a Key Storage Kit

Storage bag

Network Rack key

POS In-Store Server (ISS) key

Cash drawer allen wrench

HP Carrier Printer security key
(U.S. & Canada only)

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Using the IS&T Key Storage Kit

A new way to store critical keys.

ISTRS Storage Key Kit
POS ISS key cable tied to bag
Network Rack Door Key cable tied to bag
IS&T
Carrier Printer Ethernet Cable Key stored in bag
Cash Drawer Wrench stored in bag

Key Features

Critical IS&T keys are centralized in one organized place

The POS ISS and Network rack keys are attached to the kit to ensure the keys have greater visibility and reduce misplacement

The entire kit is stored in the store safe for improved security and access

The Key Storage Kit is tracked in RIO and can be easily audited

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Setup & Replenishment

Setup

- Scan Storage Kit Part Number into RIO—the part number is located on the back of the kit
- Add any extra POS ISS keys, Network rack keys, Printer keys, or cash drawer allen wrench keys to the kit immediately
- Place Key Storage Kit in managers' office safe
- IS&T Field leaders will audit the Key Storage Kits during store visits

Replenishment

- Request replacement/missing keys by contacting the IS&T HelpLine

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